

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

JUSTICE COURT CLERK I – PART-TIME

**PART-TIME (20 HRS/WEEK) POSITION AVAILABLE WITH THE
SCOTTSDALE JUSTICE COURT, 3700 N. 75th STREET, SCOTTSDALE**

RECRUITMENT DATES:	Monday, April 24, 2000 - Open Until Filled
SALARY:	\$10.22 Per Hour
POSITION QUALIFICATIONS:	A High School Diploma or G.E.D. Certificate and two years of general clerical experience which included public contact. One year of post-secondary education may substitute for one year of the general clerical experience. Typing at 35 words per minute.
ESSENTIAL JOB TASKS:	Trains in the legal clerical duties involved in processing work in a Justice Court; numbers new complaints; creates files on computer; types and prepares files for new cases; prepares summonses, subpoenas, docket entries and reports; receives and receipts fines, fees, bonds and other funds; prepares forms for signature; answers routine questions; issues trial notifications.
SELECTION PROCEDURE:	Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. WRITTEN EXAM AND TYPING TEST. "TYPING TESTS ARE PERFORMED ON PERSONAL COMPUTERS." The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be required to pass a written exam and a typing test at 35 words per minute. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.
NOTE TO EMPLOYEES:	Unless you are a temporary or unclassified employee, you must have successfully passed initial probation before your application can be considered.
FILING PROCESS:	Required County Application Form (3100-049) must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: www.maricopa.gov
WHAT HAPPENS TO APPLICATION:	YOUR Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 105904 / KAC,7A
RECRUITMENT ABBREVIATION CODE: JCC1-PT

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